



Department of Justice
Office of Justice Programs
Office for Civil Rights

Washington, D.C. 20531

March 27, 2006

Mr. Lee Erdmann
City of Hartford
550 Main Street, Room 302
Hartford, CT 06103

Dear Mr. Erdmann:

Congratulations on your recent award. In establishing financial assistance programs, Congress linked the receipt of Federal funding to compliance with Federal civil rights laws. The Office for Civil Rights (OCR), Office of Justice Programs (OJP), U.S. Department of Justice is responsible for ensuring that recipients of financial aid from OJP, its component offices and bureaus, the Office on Violence Against Women (OVW), and the Office of Community Oriented Policing Services (COPS) comply with applicable Federal civil rights statutes and regulations. We at OCR are available to help you and your organization meet the civil rights requirements that come with Justice Department funding.

As you know, Federal laws prohibit recipients of financial assistance from discriminating on the basis of race, color, national origin, religion, sex, or disability in funded programs or activities, not only in respect to employment practices but also in the delivery of services or benefits. Federal law also prohibits funded programs or activities from discriminating on the basis of age in the delivery of services or benefits.

In addition to these general prohibitions, your organization, which is a recipient of financial assistance subject to the nondiscrimination provisions of the Omnibus Crime Control and Safe Streets Act (Safe Streets Act) of 1968, 42 U.S.C. § 3789d(c), must meet two additional requirements: (1) complying with Federal regulations pertaining to the development of an Equal Employment Opportunity Plan (EEOP), 28 C.F.R. § 42.301-.308, and (2) submitting to OCR Findings of Discrimination (see 28 C.F.R. §§ 42.205(5) or 31.202(5)).

Complying with the EEOP Requirement

In accordance with Federal regulations, and Assurance No. 6 in the Standard Assurances, your organization must comply with the following EEOP reporting requirements:

If your organization has received an award for \$500,000 or more and has 50 or more employees (counting both full- and part-time employees but excluding political appointees), then it has to prepare an EEOP and submit it to OCR for review **within 60 days from the date of this letter**. For assistance in developing an EEOP, please consult OCR's website at <http://www.ojp.usdoj.gov/ocr/>. You may also request technical assistance from an EEOP specialist at OCR by dialing (202) 616-3208.

If your organization received an award between \$25,000 and \$500,000 and has 50 or more employees, your organization still has to prepare an EEOP, but it does not have to submit the EEOP to OCR for review. Instead, your organization has to maintain the EEOP on file and make it available for review on request. In addition, your organization has to complete Section B of the enclosed Certification Form and return it to OCR. The certification form can be found at <http://www.ojp.usdoj.gov/ocr/>.

If your organization received an award for less than \$25,000; or if your organization has less than 50 employees, regardless of the amount of the award; or if your organization is a medical institution, educational institution, nonprofit organization or Indian tribe, then your organization is exempt from the EEOP requirement. However, your organization must complete Section A of the enclosed Certification Form and return it to OCR. The certification form can be found at <http://www.ojp.usdoj.gov/ocr/>.

Submitting Findings of Discrimination

In the event a Federal or State court or Federal or State administrative agency makes an adverse finding of discrimination against your organization after a due process hearing, on the ground of race, color, religion, national origin, or sex, your organization must submit a copy of the finding to OCR for review.

Providing Services to Limited English Proficiency (LEP) Individuals

In accordance with recent Department of Justice Guidance pertaining to Title VII of the Civil Rights Act of 1964, 42 U.S.C. § 2000d, recipients of Federal financial assistance must take reasonable steps to provide meaningful access to their programs and activities for persons with limited English proficiency (LEP). For more information on the civil rights responsibilities that recipients have in providing language services to LEP individuals, please see the website www.lep.gov.

Ensuring the Compliance of Subrecipients

If your organization makes subawards to other agencies, you are responsible for assuring that subrecipients also comply with all of the applicable Federal civil rights laws, including the requirements pertaining to developing and submitting an EEO, reporting Findings of Discrimination, and providing language services to LEP persons. State agencies that make subawards must have in place standard grant assurances and review procedures to demonstrate that they are effectively monitoring the civil rights compliance of subrecipients.

Enforcing Civil Rights Laws

All recipients of Federal financial assistance, regardless of the particular funding source, the amount of the grant award, or the number of employees in the workforce, are subject to the prohibitions against unlawful discrimination. Accordingly, OCR investigates recipients that are the subject of discrimination complaints from both individuals and groups. In addition, based on regulatory criteria, OCR selects a number of recipients each year for compliance reviews, audits that require recipients to submit data showing that they are providing services equitably to all segments of their service population and that their employment practices meet equal employment opportunity standards.

Ensuring Equal Treatment for Faith-Based Organizations

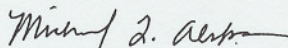
The Department of Justice has published a regulation specifically pertaining to the funding of faith-based organizations. In general, the regulation, 28 C.F.R. part 38, requires State Administering Agencies to treat these organizations the same as any other applicant or recipient. The regulation prohibits State Administering Agencies from making award or grant administration decisions on the basis of an organization's religious character or affiliation, religious name, or the religious composition of its board of directors.

The regulation also prohibits faith-based organizations from using direct financial assistance from the Department of Justice to fund inherently religious activities. While faith-based organizations can engage in non-funded inherently religious activities, they must be held separately from the Department of Justice funded program, and customers or beneficiaries cannot be compelled to participate in them. The Equal Treatment Regulation also makes clear that organizations participating in programs directly funded by the Department of Justice are not permitted to discriminate in the provision of services on the basis of a beneficiary's religion. For more information on the regulation, please see OCR's website at <http://www.ojp.usdoj.gov/ocr/etfbo.htm>.

State Administering Agencies and faith-based organizations should also note that the Safe Streets Act, as amended; the Victims of Crime Act, as amended; and the Juvenile Justice and Delinquency Prevention Act, as amended, contain prohibitions against discrimination on the basis of religion in employment. These employment provisions have been specifically incorporated into 28 C.F.R. Part 38.1(f) and 38.2(f). Consequently, in many circumstances, it would be impermissible for faith-based organizations seeking or receiving funding authorized by these statutes to have policies or practices that condition hiring and other employment-related decisions on the religion of applicants or employees. Programs subject to these nondiscrimination provisions may be found on OCR's website at <http://www.ojp.usdoj.gov/ocr/>. Questions about the regulation or the statutes that prohibit discrimination in employment may be directed to this Office.

If we can assist you in any way in fulfilling your civil rights responsibilities as a recipient of Federal funding, please call OCR at (202) 307-0690 or visit our website at <http://www.ojp.usdoj.gov/ocr/>.

Sincerely,

A handwritten signature in dark ink, appearing to read "Michael L. Alston", with a stylized flourish at the end.

Michael L. Alston

Director

cc: Grant Manager
Financial Analyst



Department of Justice
Office of Justice Programs
Office of Comptroller

Washington, D.C. 20531

March 27, 2006

Mr. Lee Erdmann
City of Hartford
550 Main Street, Room 302
Hartford, CT 06103

Reference Grant Number: 2006-WS-Q6-0073

Dear Mr. Erdmann:

I am pleased to inform you that my office has approved the following budget categories for the aforementioned grant award in the cost categories identified below:

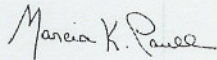
Category	Budget
Personnel	\$52,468
Fringe Benefits	\$3,979
Travel	\$7,500
Equipment	\$7,300
Supplies	\$8,003
Construction	\$0
Contractual	\$83,950
Other	\$11,800
Total Direct Cost	\$175,000
Indirect Cost	\$0
Total Project Cost	\$175,000
Federal Funds Approved:	\$175,000
Non-Federal Share:	\$0
Program Income:	\$0

If you have questions regarding this award, please contact:

- Program Questions, Erin A. Holbert, Program Manager at (202) 616-8958; and
- Financial Questions, the Office of the Comptroller, Customer Service Center(CSC) at (800) 458-0786, or you may contact the CSC at ask.oc@usdoj.gov.

Congratulations, and we look forward to working with you.

Sincerely,



Marcia Paull
Acting Comptroller



Department of Justice
Office of Justice Programs
**Community Capacity
Development Office**

Grant

PAGE 1 OF 3

1. RECIPIENT NAME AND ADDRESS (Including Zip Code)

City of Hartford
550 Main Street, Room 302
Hartford, CT 06103

4. AWARD NUMBER: 2006-WS-Q6-0073

5. PROJECT PERIOD: FROM 01/01/2006 TO 12/31/2006

BUDGET PERIOD: FROM 01/01/2006 TO 12/31/2006

6. AWARD DATE 03/27/2006

7. ACTION

1A. GRANTEE IRS/VENDOR NO.
066001870

8. SUPPLEMENT NUMBER
00

Initial

9. PREVIOUS AWARD AMOUNT \$ 0

3. PROJECT TITLE

Hartford Weed and Seed for the Upper Albany Clay Arsenal area

10. AMOUNT OF THIS AWARD \$ 175,000

11. TOTAL AWARD \$ 175,000

12. SPECIAL CONDITIONS

THE ABOVE GRANT PROJECT IS APPROVED SUBJECT TO SUCH CONDITIONS OR LIMITATIONS AS ARE SET FORTH ON THE ATTACHED PAGE(S).

13. STATUTORY AUTHORITY FOR GRANT

This project is supported under Science, State, Justice, Commerce, and Related Agencies Appropriations Act, 2006, Pub. L. No. 109-108 (Nov. 22, 2005).

15. METHOD OF PAYMENT

PAPRS

AGENCY APPROVAL

GRANTEE ACCEPTANCE

16. TYPED NAME AND TITLE OF APPROVING OFFICIAL

Regina B. Schofield
Assistant Attorney General

18. TYPED NAME AND TITLE OF AUTHORIZED GRANTEE OFFICIAL

Lee Erdmann
Chief Operating Officer

17. SIGNATURE OF APPROVING OFFICIAL

Regina B. Schofield

19. SIGNATURE OF AUTHORIZED RECIPIENT OFFICIAL

Lee Erdmann

19A. DATE

3/31/06

AGENCY USE ONLY

20. ACCOUNTING CLASSIFICATION CODES

FISCAL YEAR	FUND CODE	BUD. ACT.	DIV. OFC.	REG.	SUB.	POMS	AMOUNT
6	Q	WS	26	00	00		175000

21. WS06A00065



Department of Justice
Office of Justice Programs
**Community Capacity
Development Office**

**AWARD CONTINUATION
SHEET**
Grant

PAGE 2 OF 3

PROJECT NUMBER 2006-WS-Q6-0073

AWARD DATE 03/27/2006

SPECIAL CONDITIONS

1. The recipient agrees to comply with the financial and administrative requirements set forth in the current edition of the Office of Justice Programs (OJP) Financial Guide.
2. The recipient acknowledges that failure to submit an acceptable Equal Employment Opportunity Plan (if recipient is required to submit one pursuant to 28 C.F.R. Section 42.302), that is approved by the Office for Civil Rights, is a violation of its Certified Assurances and may result in suspension or termination of funding, until such time as the recipient is in compliance.
3. The recipient agrees to comply with the organizational audit requirements of OMB Circular A-133, Audits of States, Local Governments, and Non-Profit Organizations, as further described in the current edition of the OJP Financial Guide, Chapter 19.
4. Recipient understands and agrees that it cannot use any federal funds, either directly or indirectly, in support of the enactment, repeal, modification or adoption of any law, regulation or policy, at any level of government, without the express prior written approval of OJP.
5. The grantee agrees to require that organizations which receive grant funds certify, as part of the contract, that they have appropriate hiring policies and screening procedures for employees who will be working with youth and other residents as part of the Weed and Seed strategy.
6. The grantee is encouraged to have at least one Safe Haven as a key element of the Weed and Seed strategy.
7. While specific program strategies may vary from site to site, the planning, development and execution for the following elements shall be common to all Weed and Seed sites. These common elements are: (1) to organize and regularly convene a Weed and Seed steering committee; (2) to maintain focus on the four components in the target neighborhood; (3) to screen applicants working with children while selecting and mobilizing resources to address neighborhood problems; (4) to regularly revisit goals, objectives, and the implementation strategies and schedules; (5) to adhere to the site development benchmarks as outlined in the annual Weed and Seed solicitations. Failure to substantially comply with these elements is cause to discontinue grant funding.
8. Grantee agrees that if it chooses to award mini grants (sub-grants), those mini grant awards will be made for criminal justice purposes. Grantee agrees to submit documentation of procedures for award and management of the mini grant process within 90 days of award, if they have not already done so. Grantee also agrees to ensure that these procedures comply with the OJP Financial Guide. For purposes of this condition, "criminal justice purposes" shall mean those activities contemplated in the definition of "criminal justice" found in the Omnibus Crime Control and Safe Streets Act, 42 U.S.C. : 3791 (a)(1). "Criminal justice" is defined as " activities pertaining to crime prevention, control, or reduction, or the enforcement of the criminal law, including, but not limited to, police efforts to prevent, control, or reduce crime or to apprehend criminals, including juveniles, activities of courts having criminal jurisdiction, and related agencies (including but not limited to prosecutorial and defender services, juvenile delinquency agencies and pretrial service or release agencies), activities of corrections, probation, or parole authorities and related agencies assisting in the rehabilitation, supervision, and care of criminal offenders, and programs relating to the prevention, control, or reduction of narcotic addiction and juvenile delinquency."
9. Grantee agrees to submit a copy of approved Weed and Seed Steering Committee Policies and Procedures within 90 days of award.
10. The grantee agrees to submit a Government Performance Results Act (GPRA) Report for each calendar year in which the grant remains open. These GPRA reports are due in EOWS by May 31st of each year, reporting the results from the preceding calendar year.

ACE



Department of Justice
Office of Justice Programs
**Community Capacity
Development Office**

**AWARD CONTINUATION
SHEET
Grant**

PAGE 3 OF 3

PROJECT NUMBER 2006-WS-Q6-0073

AWARD DATE 03/27/2006

SPECIAL CONDITIONS

11. Grantee acknowledges that this award has a limited obligation and payment period and is not eligible to be supplemented with funds from other fiscal years. Therefore, timely implementation of this project is encouraged.
12. Prior to the expenditure of confidential funds, the recipient and any subrecipients agree to sign a certification indicating that he or she has read, understands, and agrees to abide by all of the conditions pertaining to confidential fund expenditures as set forth in the OJP Financial Guide.
13. The recipient may not obligate, expend, or draw down any funds until delinquent semi-annual progress reports have been submitted via GMS and a Grant Adjustment Notice has been issued removing this condition.

ACE



Department of Justice

Office of Justice Programs

Community Capacity Development Office

Washington, D.C. 20531

Memorandum To: Official Grant File

From: Nelson Hernandez, Director, CCDO

Subject: Categorical Exclusion for City of Hartford

The subject project involves the following: During this project period, law enforcement efforts will focus on reducing gun violence and narcotic sales in the designated area. The overall community policing strategy will focus on creating safer, more attractive communities by increasing positive interaction between police and residents, utilizing the Albany Avenue Police Substation as a community hub, and increasing training for Block Watch Associations. The prevention, intervention, and treatment strategy will focus on building collaborative partnerships with area schools to develop safe haven programming, particularly after-school and weekend youth activities. The neighborhood restoration strategy will focus on mobilizing citizens and area businesses to address the blight and decay of the communities and encourage economic development.

None of the following activities will be conducted either under the OJP federal action or a related third party action:

1. New construction.
2. Any renovation or remodeling of a property either (a) listed on or eligible for listing on the National Register of Historic Places or (b) location within a 100-year floodplain.
3. A renovation which will change the basic use of a facility or significantly change its size.
4. Research and technology whose anticipated and future application could be expected to have an effect on the environment.
5. Implementation of a program involving the use of chemicals.

Consequently, the subject federal action meets OJP's criteria for a categorical exclusion as contained in paragraph 4.(b) of Appendix D to Part 61 of the Code of Federal Regulations. Additionally, the proposed action is neither a phase nor a segment of a project which when viewed in its entirety would not meet the criteria for a categorical exclusion.



Department of Justice
Office of Justice Programs

**Community Capacity
Development Office**

**GRANT MANAGER'S MEMORANDUM, PT. I:
PROJECT SUMMARY**

Grant

PROJECT NUMBER

2006-WS-Q6-0073

PAGE 1 OF 1

This project is supported under Science, State, Justice, Commerce, and Related Agencies Appropriations Act, 2006, Pub. L. No. 109-108 (Nov. 22, 2005).

1. STAFF CONTACT (Name & telephone number)

Erin A. Holbert
(202) 616-8958

2. PROJECT DIRECTOR (Name, address & telephone number)

Michael Longo
Coord. of Special Proj.
550 Main Street
Hartford, CT 06103-2913
(860) 527-7300 ext.5315

3a. TITLE OF THE PROGRAM

FY 2005 Weed and Seed Application Kit - Competitive

**3b. POMS CODE (SEE INSTRUCTIONS
ON REVERSE)**

4. TITLE OF PROJECT

Hartford Weed and Seed for the Upper Albany Clay Arsenal area

5. NAME & ADDRESS OF GRANTEE

City of Hartford
550 Main Street, Room 302
Hartford, CT 06103

6. NAME & ADDRESS OF SUBGRANTEE

7. PROGRAM PERIOD

FROM: 01/01/2006 TO: 12/31/2006

8. BUDGET PERIOD

FROM: 01/01/2006 TO: 12/31/2006

9. AMOUNT OF AWARD

\$ 175,000

10. DATE OF AWARD

03/27/2006

11. SECOND YEAR'S BUDGET

12. SECOND YEAR'S BUDGET AMOUNT

13. THIRD YEAR'S BUDGET PERIOD

14. THIRD YEAR'S BUDGET AMOUNT

15. SUMMARY DESCRIPTION OF PROJECT (See instruction on reverse)

The Hartford, CT Weed and Seed site received Official Recognition in June 2005. This is the site's first award to implement their strategy. The designated area comprises the Upper Albany and Clay-Arsenal Neighborhoods encompassed within census tract numbers 5014, 5017, 5018, 5035, and 5037.

During this project period, law enforcement efforts will focus on reducing gun violence and narcotic sales in the designated area. The overall community policing strategy will focus on creating safer, more attractive communities by increasing positive interaction between police and residents, utilizing the Albany Avenue Police Substation as a community hub, and increasing training for Block Watch Associations.

3

The prevention, intervention, and treatment strategy will focus on building collaborative partnerships with area schools to develop safe haven programming, particularly after-school and weekend youth activities. The neighborhood restoration strategy will focus on mobilizing citizens and area businesses to address the blight and decay of the communities and encourage economic development.

The site has allocated \$87,293 of the total award of \$175,000 to support weeding activities, including community policing.

Each Weed and Seed site is required to demonstrate its local coordination efforts in its application for Official Recognition and include a firm commitment of either time or resources to the project in a specific Memorandum of Understanding.

ca/cf

HARTFORD WEED & SEED GRANT BUDGET SUMMARY 2005

<i>Budget Category</i>	<i>SEED</i>		<i>WEED</i>
	<i>CCDO Core</i>	<i>Safe Haven</i>	<i>Law Enforcement</i>
A. Personnel	\$0	\$0	\$52,468.00
B. Fringe	\$0	\$0	\$3,979.00
C. Travel	\$0	\$0	\$7,500.00
D. Equipment	\$2,450.00	\$0	\$4,850.00
E. Supplies	\$2,910.00	\$0	\$5,093.00
F. Construction	\$0	\$0	\$0
G. Consultants/Contracts	\$71,450.00	\$10,000.00	\$2,500.00
H. Other	\$600.00	\$0	\$11,200.00
TOTAL DIRECT COSTS:	\$77,410.00	\$10,000.00	\$85,293.00
I. Indirect Costs	\$0	\$0	\$0
TOTAL PROJECT COSTS:	\$77,410.00	\$10,000.00	\$85,293.00

<u>Budget Category</u>	<u>Amount</u>
A. Personnel	\$52,468.00
B. Fringe Benefits	\$3,979.00
C. Travel	\$7,500.00
D. Equipment	\$7,300.00
E. Supplies	\$8,003.00
F. Construction	\$0
G. Consultants/Contracts	\$83,950.00
H. Other	\$11,800.00
Total Direct Costs	\$175,000.00
I. Indirect Costs	\$0
TOTAL PROJECT COSTS	\$175,000.00
Federal Request	\$175,000.00
Non-Federal Amount	\$0

HARTFORD WEED & SEED GRANT BUDGET NARRATIVE 2005

Budget Narrative

Personnel (\$52,468.00)

1) The request will cover the police personnel as stated below:

Lieutenant: To oversee Weed components of the Coordinator efforts between local, state and federal partners. Attend monthly Weeding, community and Steering Committee meetings. (\$8,145.44)

Sergeants: To manage officers and detectives working within the target area to develop and implement effective weeding strategies and report to the Coordinator. (\$7,619.04)

Detectives: Both Vice and Narcotics and major crimes detectives will continue to investigate serious crimes and target known drug outlets in the target area. (7,163.52)

Officers: Area units, Community Response Officers and Community Service Officers will provide extended hours to park and walks, including bike patrols for high visibility. They will conduct traffic safety checks including gun and drug seizure activities, laser enforcement reverse stings and buy/bust operations. To provide statistical reports for the Steering Committee meetings and to provide crime analysis support to the enforcement effort in order to maximize use of asset forfeiture funds. (29,540.00)

Community Service Officers: Will continue to attend community meetings to address the concerns within the Weed and Seed site conduct directed patrols and coordinate law enforcement.

A breakdown of the specific rates is included in the Budget Detail Worksheet.

Fringe (\$3,979.00)

1) A request of \$3,979.00 will cover the unemployment compensation and FICA for the police overtime listed above at a rate of 7.83%. A breakdown of the rate is included in the Budget Detail Worksheet.

Travel (\$7,500)

1) A request of \$7,500 to cover the costs to travel to Weed and Seed workshops and conferences. It is estimated that the cost of CCDO-sponsored conference travel to be approximately \$1,000 per person per trip with two people in attendance of a total of three trips (\$1,000 x 2 persons x 3 trips = \$6,000).

2) For one regional/statewide meeting, we estimate \$500 per person, with three people traveling (\$500 x 3 people x 1 trip = \$1,500). We realize that prior to any travel, the site needs pre-approval by CCDO. These estimated trips include representation by one law enforcement officer per trip.

Equipment (\$7,300)

- 1) A request of \$1,000 for a radar gun for patrol stops and enforcement.
- 2) A request of \$1,500 for a computer (\$1,100) and 2 printers (\$400) for the Weed and Seed Coordinator to conduct Weed and Seed business via e-mail, Internet, etc, to help prepare required reports to the Office of Justice Programs, and to prepare newsletters for residents in the designated area.
- 3) A request of \$2,400 for 2 laptop computers for the Officers involved in the Joint Law Enforcement Task Force.
- 4) A request of \$600 for a Desk and Office Chair for the Coordinator.
- 5) A request of \$100 for two large filing cabinets.
- 6) A request of \$100 for two chairs for Coordinator's office.
- 7) A request of \$1000 for a large conference table for Weed & Seed meetings.
- 8) A request of \$600 for six conference chairs.

Supplies (\$8,003)

- 1) A request of \$8,003 will be to cover supply costs for the Coordinator and the Weed and Seed office.
- 2) Officer identification materials will be provided for the officers involved in the Weed & Seed program in the amounts of \$1,500 for t-shirts, \$483 for hats and \$1,020 for raid jackets.
- 3) Three Drug Test Kits will be purchased for an addition \$1,800.
- 4) Public relations materials printing costs in the amount of \$1,000, program related t-shirts of \$1,000, will cover community outreach efforts.
- 5) A total of \$1,200 will cover office supplies including paper supplies, printer cartridges and toner.